



MEETING MINUTES

For

RDU STaRS User Group Meeting #23

(Prepared by Roger Thomas)

The Roadway Design Unit STaRS User Group had its 23rd meeting on August 14, 2008 in the Roadway Design Training Conference Room. The following group members were in attendance:

Mary Sue Aldridge
Steve Kendall
Jimmy Norris
Roger Thomas

Ron Allen
Gary Lovering
Rekha Patel

Greg Brew
Ron McCollum
Robert Stroup

♦ Update Project STaRS User Group Meeting (Greg)

Please see the attached Users' Group Meeting Minutes (July 21, 2008) for additional information on each of the following topics.

- **Report Variant Follow Up** - Ron and Greg are on a subcommittee that will help establish guidelines for standard naming conventions of new variants. A master list or library will likely be established for different units to pull from. With the SAP upgrade, custom transactions that begin with a 'Z' will no longer exist. IT will rebuild the old Z transaction variants to work with the upgraded version. There may be similar reports that we want to run in both R/3 and BI, therefore standardizing report variants in R/3 is necessary.
- **Development of a Deliverable Tracking system for Project STaRS** - After a lengthy discussion, the general consensus of the group was to wait and find out what kind of guidance will be provided by the main STaRS User Group during its next meeting.
- **Timesheet Assistant** - Stan McIntyre sent out an email concerning proposed changes to the Time sheet Assistant. There were some enhancements submitted to Stan to review and determine if they would be SAP or excel changes. A couple of the examples were as follows: 1) Add the network Activity /Activity Element descriptions to the FR01D spread sheet and 2) Check on the feasibility of saving a search variant on the wizard. Stan noted that none of the changes are major and they would begin incorporating the enhancements parallel to the efforts of the SAP upgrade. Stan did not give a time frame when the enhancements would be completed, but they needed to be completed prior to full implementation of a Deliverable Tracking system for Project STaRS.

◆ **STaRS Schedule Maintenance Policy (Greg)**

- The STaRS Schedule Maintenance Policy is located on the portal at Teams/TMT/Project STaRS. The concerns addressed at Roadway Design Staff meeting were incorporated. It was emphasized that we should be using the Basic Schedule dates for schedule deadlines. The Forecast Schedule is used to determine the current status of a project.

◆ **Scheduling Discussion**

- Most units have been receptive to updating their activities. It was noted that some of the Problem Projects may be listed because they have a schedule maintenance problem. Ron noted that just because the Forecast Date does not match the Basic Schedule Date a project may not need to be noted as a problem project. Judgment needs to be used to determine whether or not a project is truly a problem project. It was noted that there needs to be a group established which will monitor projects, track their progress, and, if needed, communicate with the groups that are not updating their activities or falling behind on meeting scheduled deadlines.
- It was noted that it was up to the Co-Project Managers to make a determination if an update to the schedule, Forecast to Basic, is required. If the R/W and Let dates will not change and a lot of activities have been updated, it would likely be a good idea to transfer the Forecast Schedule to Basic. This can be accomplished without requiring a schedule change. However, it was noted that if the Planning Document date changes a schedule change will be required.

◆ **Creating Standard Reports for Performance Dashboard & Appraisals**

- Greg questioned what would be the RDU User Groups role in assisting with the development of reports for the Performance Dashboard & Appraisal. Since a BI report will need to be developed, at a minimum the RDU STaRS User Group will review the request for the development of the report.
- A lengthy discussion was held to determine possible ways of generating a Milestone / Activity Report that could be created on April 1, 2009 and then at the end of the work cycle March 31st of the following year for comparison. Jimmy Norris noted that we may be able to use a version of the project schedule and compare it to the operative schedule at the end of a work cycle. A variant then could be set up in BI to run reports for each Project Design Engineer. BI does not currently work with versions, but can be modified to do so. Ron will coordinate further with Vineet Gupta on this issue.

Greg Brew will handle the next User Group Agenda and Meeting Minutes

Attachment



User's Group Minutes

Date: July 21, 2008, 8:30 AM – 10:30 AM

Location: Structure Design Conference Room C

1. **Minutes of previous meeting:** comments, changes, etc.: no comments noted.
2. **Report Variants Follow UP:** (Stan MacIntyre - 10 min) *Tentative*
 - Since the SAP upgrade has been rescheduled for Mar 2009, we need to decide if we want to go ahead and delete the unwanted variants now or later. The consensus was to send out a notice first, then go ahead and delete what can be deleted. This notice will be sent out by Majed's staff by August 1st. Stan MacIntyre will be authorized to delete those variants after the August distribution.
 - No new variants that have been created since Stan's list was last circulated will be deleted.
3. **Development of a Deliverable Tracking system for Project STaRS:** (Ron Allen – 15 min)
 - An effort is under way to change the Standards into a form that is more oriented to being a deliverable tracking system.
 - This is an effort that will cut down on the number of Activity Elements in the system.
 - If your activity element is deleted, you should charge time to the parent activity and not to another unit's element.
 - Concern was raised about trying to do this so soon after the initial streamlining effort. Majed's staff will develop change recommendations for each unit. Majed's staff will then meet with each unit to get feedback.
4. **Draft Project STaRS Schedule Maintenance Policy:** (Ron Allen – 15 min)
 - The draft is being discussed in an executive level meeting today. The policy should be distributed soon.
5. **Project STaRS Videos:** (Ron Allen – 15 min)
 - Two camtasia videos are now available on the Project Scheduling/Project STaRS portal. Five more are planned so far.
6. **System Status Code Help Sheet:** (Majed Al-Ghandour – 5 min)
 - An information sheet is on the Project Scheduling/Project STaRS portal under the Tips section.
7. **Other Business:**
 - A suggestion was made to add a text search to the Timesheet Assistant.
 - It was also suggested to add a tab that would always populate with Activities in case you didn't have an element that worked for the situation.
 - There was discussion about change notification emails. Should we email all employees on each project or just a select few? ZPSR26 needs to be able to screen out all closed objects. A new report may be needed in the Business Intelligence system. We need to define the rules to select the positions to be notified. Should we go back to sending paper memos for each unit? It was agreed that Program Development would send emails to Unit heads and their Administrative Assistants as before.

- IXOS: Roadway Design has added Design folders for their use. If others are interested to add folders, this is the last chance to do so until the next User's Group meeting.
- Co-Project Managers are now doing unconstrained rescheduling as part of the schedule update process.

8. Next Meeting Date: Aug 18, 2008 (8:30 AM to 10:30 AM), Structure Design Conference Room C